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## MEETING MINUTES

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### September 22, 2005

A meeting of the Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Boise, Idaho. Chair Lockwood had not arrived so Dodie Collier, Project Manager, called the meeting to order. Attendees and guests introduced themselves. There was not a full quorum present.

#### Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association (arrived later in the meeting)
- Bruce Allcott, Idaho Fire Chiefs Association
- Bill Bishop, Idaho Bureau of Homeland Security (arrived later in the meeting)
- Bob Burke, Idaho Dept. of Lands
- Michael Candelaria, United States Dept. of the Interior
- Dan Charboneau, Idaho State Police (arrived later in the meeting)
- Jay Christensen, Idaho Dept. of Corrections
- Michele Carreras for Dia Gainor, Idaho Dept. of Health & Welfare
- Lt. Col. Arthur Keen, Idaho National Guard
- Greg Laragan, Idaho Transportation Dept.
- Douglas C. Melvin, U.S. Dept. of Homeland Security Transportation Security Administration
- Lorin Nielsen, Idaho Sheriffs Association
- Scott Reinecker, Idaho Dept. of Fish and Game

#### Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

#### Others Present:

- Spencer Bahner, Sparling
- Ann Cronin, Emergency Communications Commission
- Kit Eldredge, M/A Com
- Bart Hamilton, Ada County Sheriff Office/Region 12 700 MHz RPC
- Adam Haas, Sparling
- Jolene Hollingshead, SPAWAR Systems Center SD
- Matt Howarth, Motorola
- Nicola Jansen, Ada County Sheriff's Office
- Michael Key, Idaho State Police

- Scot Maring, Idaho Dept. of Administration
- Gary Palmer, M/A Com
- Stan Passey, Idaho State Police
- Megan Ronk, Governor's Office
- Lex Rutter, Idaho Dept. of Administration
- Les Shadduck, Ada County Sheriff's Office
- Robert Taylor, Idaho State Police
- Joe Trella, National Governor's Association
- Greg Zickau, Dept. of Administration

While waiting for Chair Lockwood and others to arrive at the meeting to establish a quorum, the attendees discussed several topics.

Jay Christensen stated that on October 9, 2005, he will be taking a new position as the Deputy Warden at the Idaho Maximum Security Institution. Because he will be representing one facility rather than the entire state, he will be replaced on the SIEC.

Sheriff Nielsen updated the Council on the Bannock County communications system. They currently have better coverage than the studies indicated they would have. They are extremely please with the building penetration at the detention center and hospital that had been a problem in the past. Pocatello received a Community Oriented Policing Services (COPS) Grant and will share 80% with surrounding areas. Bingham County, Blackfoot, American Falls, Power County and Fort Hall will be funded and are ready to participate in the project. SIRCOM, which takes in about five counties in southern Idaho, has also signed a contract that they will be joining the project.

Bart Hamilton updated the Council on the Ada County communications system. The Motorola equipment that was built for Ada County was shipped to Louisiana in the aftermath of Hurricane Katrina. Motorola is in the process of manufacturing new equipment for Ada County. They don't expect any major delays in implementing their system. Boise Fire Department was awarded a Fire Act Grant, with match, for almost 1 million dollars. The money will be shared with fire agencies throughout Ada County.

Joe Trella gave a National Governors Association (NGA) update. The NGA is no longer under the U.S. Department of Justice. Recently the NGA became part of the Department of Homeland Security, more specifically, SAFECOM. Collier had sent a copy of the I-C-A-WIN Radio Interoperability Concept for Idaho to Trella who shared it with David Boyd, SAFECOM Executive Director. Boyd and Trella are interested in the work that Idaho is doing and will use the Concept as part of best practices and a model process on statewide interoperability planning. Trella received additional money from SAFECOM and is planning another NGA Policy Academy in January or February in Nevada. The same eight individuals who attended the first academy will be invited to participate in a follow-up academy. He will have more information by the end of October. Trella has had conversations with Boyd on what kind of technical or other assistance can be given to Idaho after they are done with the statewide plan process in March of 2006. More details to follow.

Collier handed out copies of an Idaho Statesman article by Dan Popkey to the Council. Collier spoke to Popkey concerning the article and provided him with a copy of the Concept. She hopes to establish a good exchange of information for future articles.

Chair Lockwood and Dan Charboneau arrived at the meeting constituting a full quorum. Bill Bishop arrived later in the meeting. Lockwood introduced himself and Charboneau.

### **Review & Approve Minutes—Chair Lockwood**

There were no corrections to the August meeting minutes.

**MOTION: Laragan made a motion to approve the minutes of the August 22, 2005, Statewide Interoperability Executive Council meeting, seconded by Nielsen. The motion passed by a unanimous vote.**

### **SIEC Technical Subcommittee Update—Mike Key and Stan Passey**

Mike Key gave a PowerPoint presentation to share the discussion from the Technical Subcommittee with the Council.

Click on the link below to view the PowerPoint.

[http://www.siec.id.gov/meetings/2005/Presentations/Sept\\_05\\_Technical.ppt](http://www.siec.id.gov/meetings/2005/Presentations/Sept_05_Technical.ppt)

The Subcommittee was asked to provide a “budgetary” number that would be presented to the Governor’s office in November. The Subcommittee calculated a figure based on the available information garnered from several statewide surveys and FCC licenses and although they did not use data from other states to calculate a figure for Idaho, it is in line with other states.

The Subcommittee plans to hire a consultant to write a Request for Proposal (RFP). They are in the process of developing a Statement of Work (SOW). They will identify a short list of potential consultants who will go through an interview process. Because the money that is allocated for the project is at the purchasing budgetary limit for professional services a formal bid process will not be necessary. The Conflict of Interest Statement included in the SOW was discussed. The consultant can not be affiliated with any vendor providing services to the project. The RFP will be used as a contract for the SIEC and due diligence needs to be used to assure that the RFP is written correctly. The Subcommittee will provide regular reports to the Council as they proceed and will bring major decisions before the Council.

The Council is supportive of the work of the Technical Subcommittee and told them to proceed with what they outlined.

### **SIEC Outreach Subcommittee Update—Greg Laragan**

Laragan asked Council members to give a brief report on the recent outlook opportunities:

- Allcott met with the Board of Directors for the Idaho Fire Chiefs Association on September 1, 2005, and reported that he gave copies of the Concept to all of the board members and will follow up with them.
- Lockwood made a presentation on September 12, 2005, to the Idaho Chiefs of Police Association that led to an article in the Idaho Statesman by Dan Popkey. He has received letters of support from several Sheriffs.
- Collier made a presentation to the Idaho Association of Counties, Commissioners Meeting, the day of the SIEC meeting, September 22, 2005, and reported that the information was well received. They are supportive of the work that the SIEC is doing. They all had copies of the Concept. She asked for feedback on the Concept by the end of October.
- Collier and Harris will attend the Idaho Prepared Conference in Lewiston September 28-29, 2005 and will make two SIEC presentations.

Laragan reported that the Outreach Subcommittee met September 9, 2005 and gave a PowerPoint presentation to share the discussion from the Outreach Subcommittee with the whole Council. Click on the link below to view the PowerPoint.

[http://www.siec.id.gov/meetings/2005/Presentations/Sept\\_05\\_Outreach.ppt](http://www.siec.id.gov/meetings/2005/Presentations/Sept_05_Outreach.ppt)

The Subcommittee set November 1, 2005, as a target date for DVD to be completed. They assigned specific individuals for specific talking points in the DVD. They discussed the Governor's involvement in the video. The Council felt that it was important that the Governor be included in the video. It was suggested that congressional leaders also participate, but that the Governor be consulted concerning their participation. Megan Ronk will discuss congressional involvement with the Governor. Passey was tasked with organizing and delivering the content of the Technical Section of the DVD. The DVD talking points could be used by any Council member to answer questions about the work of the SIEC. The next Subcommittee meeting is scheduled for September 26, 2005, 1:30-2:30 PM in the ISP Conference Room 3.

### **ITRMC Task Force Update—Dan Charboneau**

Charboneau reported that the Task Force had a meeting earlier in the month. They are developing an action plan to move the concept forward to a planning phase to provide internet services not only for state agencies, but for everybody who lives in the state of Idaho through some sort of managed governance model. They talked about the importance of having a broad stakeholder group involved in the governance. The exact mechanism of moving this forward into the planning phase is still under discussion. Some of the ideas that have been discussed are boards, commissions and executive orders. They have been tasked with looking at the governance models from four other states and evaluating the pros and cons of those models. There are a lot of issues that are converging in dealing with the internet infrastructure. They are moving very quickly for the pressing need of the SIEC's possible use of the internet backbone but also for the management of emergency communications for the Emergency Communications Commission. The next meeting will be November 22, 2005.

### **SIEC Policy Subcommittee Update—Mark Lockwood**

The Policy Subcommittee has not met since July. They need to set a meeting date to regroup and determine the direction that they are going and the timelines involved. Bill Von Tagen with the Attorney Generals Office is crafting language to put the SIEC in statute. Trella mentioned the NGA funding obligation deadline will be moved from October 31, 2005 to March 2006. Megan Ronk reported that the Governor is very supportive of the work of the SIEC. She will try to get a meeting with the Governor scheduled as soon as possible to discuss the cost of the Idaho system and to video the Governor for the DVD.

### **700 MHz / Ada County Update—Bart Hamilton**

Hamilton reported that he submitted the Region 12 Idaho 700 MHz Plan and a request for a waiver for the documents from Montana to the FCC last month. The FCC is drafting the Public Notice for the Public Comment Period for the Plan. There will be a 30-day Public Comment Period followed by a 15-day Reply Comment Period. He anticipates that the FCC will approve the Plan at the conclusion of the Reply Comment Period.

### **ICTAP CASM Demonstration—Jolene Hollingshead**

Jolene Hollingshead demonstrated the ICTAP web-based Communication Asset Survey and Mapping Tool (CASM) program. The purpose of the program is to give urban areas a way to assess their interoperability capabilities. The Communication Asset Survey will require a lot of work to input all of the data statewide. Each agency will need to input their information. The system uses the data to graphically display interoperability. There is no user fee to use the program or software to purchase. In order for the SIEC to use the program the SAA, Bill Bishop, needs to request access to the program and it must be included in the letter from the Governor for additional ICTAP assistance. The State of Idaho would have to establish a Local Administrative Manager (LAM) who would assign user names and passwords to users within the state.

Jolene was asked about the possibility of importing data into the program. She said that the state of Washington made the same request. ICTAP is checking into the possibility, but the system was designed to have the data input by the users.

### **Other business and planning for the next meeting—Chair Lockwood**

Douglas Melvin volunteered to co-chair of the Funding Subcommittee. Michele Carreras was said to have volunteered to work on the Funding Subcommittee, but declined the opportunity stating that she is the interim Manger of the Idaho State EMS Communications Center.

Collier thanked Bill Bishop for printing 1100 copies of the Concept. The copies had been distributed to the Council members who requested them.

The next SIEC meeting will be held on Thursday, October 27, 2005.

### **Adjournment—Chair Lockwood**

**MOTION: Bishop made a motion to adjourn, seconded by Laragan. The motion passed by a unanimous vote.**